

# INTERNSHIPS

Alverno College believes each student benefits from extended work-based learning opportunities. The Career Studio is connected to more than 2,000 partner sites and assists students with finding the right Internship opportunity to advance their personal and professional goals. Students in almost all majors require at least one semester-long/summer internship.

## Students are supported throughout the internship planning process and experience in the following ways:

- The Career Studio Career Community Coaches act as liaisons between the internship site, faculty, and students. They work with students to identify sites, matching their goals, interests and abilities. After applying to and interviewing at several sites, the student chooses a site based on the internship offers received.
  - The Career Coaches monitor the student's progress throughout the internship by collecting and reviewing required documentation and by visiting sites during the semester.
- Faculty provide the opportunity for students to reflect on their internship experience as they transfer their learning from classroom to workplace. This is accomplished through the internship seminar or individual meetings.
- Professionals from the internship site serve as on-site mentors. They provide training, supervise students and evaluate their progress through oral and written feedback.

## Internship Seminars

All interns must enroll in INTERN 383 Internship Seminar, which is the reflective work required for the internship experience. The Advanced Internship Seminars are 483 with the subject code for the major.

Students must complete the coursework AND site work successfully to earn an S Progress Code for the internship. Add/Drop/Withdraw deadlines apply to Internships.

Some majors require two internships. Students should check their major's requirements as listed in the catalog to find the number of internships required for their major (or in some cases minor). If students complete a 383 internship, they may complete a 483 as second internship.

## Securing an Internship

Students must connect with a Career Studio Coach to begin planning *at least 2-3 semesters* before they want to intern. Students research opportunities and develop a plan for applying to an internship. Students must apply to, and interview for, the internships they wish to pursue according to each employer's application and hiring process.

- **National and International Internship Opportunities.** Students have the option of applying for national or international internships through programs affiliated with the College. Students should begin the planning process at least 3 semesters before they plan to intern to meet required program application deadlines.
- Students who wish to do an international internship must work concurrently with the Career Studio Office and the Alverno International & Intercultural Center when planning to go abroad.

## Internship Prerequisites Required

- Be in good academic standing, (not on academic probation)
- Earn an S in PPS 229 Career & Internship Planning (1 credit)
- Complete at least two upper level (300-400) courses in the discipline sponsoring the internship credits (Exception: Social Work majors have different readiness criteria)
- Complete prerequisites including certain validations, courses, etc. required by major
- Demonstrate responsibility in meeting assignment deadlines
- Demonstrate punctuality and reliability in attending classes and other professional meetings

**Course requirements for Internships** average 45 hours.

## Internship hours are calculated as listed below for Fall & Spring Semesters (15 weeks) & Summer Term (12 weeks):

3 Credits	45 Coursework Hours	45 On-Site Hours	Total Hours: 90
3 Credits	45 Coursework Hours	90 On-Site Hours	Total Hours: 135
4 Credits	45 Coursework Hours	135 On-Site Hours	Total Hours: 180

## Students must be registered for the Internship during the Semester they complete the Internship hours.

If students do not perform appropriately during an internship, or there are concerns with the Site Supervisor that cannot be remedied, the Internship Coordinator, in consultation with the Program Director and Site Supervisor, may remove the student from the internship site. If removed from the internship site, students must Drop/Withdraw from the course and meet with the Internship Coordinator and the Program Director before securing another Internship. If a student is unable to successfully complete an internship, the student may be required to exit a program.

Students earn an S Progress Code for successful completion of Internship coursework and on-site hours.

Students may not earn more than 10 credits for undergraduate internships.